



## INVENTORY SHIPPING ASSOCIATE

### COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

### SUMMARY

Inventory Shipping Associate is responsible for in tracking product leaving our warehouse, both physically and in our inventory management system.

### JOB OVERVIEW

Contact: Sharon Castillo

Email: [scastillo@feedingtampabay.org](mailto:scastillo@feedingtampabay.org)

Phone: No phone calls

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for processing orders placed by our agencies in our ERP and ensuring they are given to our warehouse associates in a timely manner.
- Checking picked orders for accuracy and correcting problems with them as they arise.
- Completing outbound orders in the database and ensuring all invoices are given to the appropriate department.
- Performing and reconciling cycle counts as well as researching reasons for discrepancies and correcting any issues found.
- Ability to work as part of a team and to achieve distribution goals of Feeding Tampa Bay.
- May be required to help with other warehouse functions, such as picking, receiving, and transferring product when necessary.
- May be required to assist in other inventory roles as needed, including order creation and product transfer.
- Other duties and responsibilities as assigned.

### EDUCATION and/or EXPERIENCE

High School diploma or equivalent and 2 years of food warehouse experience and/or training, or equivalent combination of education, experience in warehousing, shipping and receiving. Certified in the use of forklifts and electrically powered pallet jack or the willingness and capability to become certified. Food safety certification preferred. Able to lift/lower, push, pull, and carrying boxes/packages weighing up to 50lb for 8-hour shift. Ability to work in an environment that will contain variable temperatures and humidity, exposure to noise, dust/dirt. Able to bend, stoop, crouch, climb, stand, sit, walk and turn/pivot throughout an 8 hour shift, 5 days a week. Applicant should not have a fear of heights or use of a cherry picker forklift to perform cycle counts. Ability to work flexible schedules, including weekends. Excellent communication, organizational, and interpersonal skills. Proficient using the Microsoft Office suite (Outlook, Word, Excel). Experience in Ceres 4.x or comparable ERP strongly preferred and/or experience using a database and/or the ability to learn an inventory management software quickly. Ability to work independently and be accurate with data. Positive Attitude and a good sense of humor.

Interested applicants send resume and contact information to [SCastillo@feedingtampabay.org](mailto:SCastillo@feedingtampabay.org)